

**Minutes of the Meeting of  
CHURCH CROOKHAM PARISH COUNCIL  
FINANCE & POLICY COMMITTEE**

**Date and Time:** Monday 20<sup>th</sup> April, 2015. 7.32pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Nick Harris (NH) (Chair), Michael Burford (MB), Pat Lowe (PL) Andrew Ballington (AB)

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

*Action*

**29/15 Apologies for Absence**

No apologies for absence were received

**30/15 To approve minutes of the meeting held on Monday 19<sup>th</sup> January 2015**

The meeting minutes were reviewed and were approved as a true reflection of the meeting.

**31/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations.

**32/15 Declarations of Interest**

No declarations of interest were made.

**33/15 Chairman’s Announcements:**

The Chairman made no announcements.

**34/15 Public Session**

This is an opportunity for members of the public to bring matters to the attention of the Finance Committee.

There were no comments from members of the public.

**35/15 Actual vs budget**

To review the updated actual vs. budget figures for the year April 2014 to March 2015 and the reserves at the end of the financial year.

Draft expenditure and income figures were circulated.

Draft expenditure and income were reviewed.

Non S106 income slightly higher than expected due to increased five-a-side bookings, receipt of a grant for the Parish Lengthsman scheme and the refund of a grant awarded to Mind the Garden (to be spent on planting at Peter Driver car park).

Non S106 expenditure slightly less than expected, grounds maintenance overall on budget despite spending £11.5K on Rhyno Mulch at Azalea Park, the £9.5K budget for allotment maintenance was not required and therefore compensated for the spend on Rhyno Mulch resulting in no requirement to move funds from general reserves to pay for Rhyno Mulch as anticipated.

Overall £9420 addition to general reserves.

S106 Income received this year: community centre construction funds and public art money, both index linked.

Expenditure:

- Employment costs as expected
- Admin costs over budget due to expenditure on professional fees.
- Public Art expenditure on contributions paid to the 3 sculptors for the maquettes and posters for the consultation.

Allotments set up costs on budget.

**36/15 Ear marked reserves**

To review the earmarked reserves and to decide whether to create any further ear marked reserves.

It was agreed that no further earmarked reserves should be created.

**37/15 Debtors report**

To review the year end debtors and to decide whether to write off two long-term outstanding debts totalling £108.

Circulated

£2022 owed at year- end.

It was **resolved** to recommend to Full Council that the outstanding debt of £108 should be written off.

Proposed NH seconded PL, all in favour.

**38/15 Draft three year forecast review**

To review the projects and their allocated funds in the three year forecast

The allocation of the projects over the three year forecast period was reviewed, the RFO was asked to inform the Facilities committee that projects may be moved within the timeframe provided amount budgeted for each year remains the same.

**RFO**

**39/15 Quarterly bank reconciliations**

To receive confirmation that the previous quarters bank reconciliations have been examined by a Council member who is not a signatory on any of the Council's bank accounts.

Andrew Ballington has checked and signed the last quarter's bank reconciliations and statements.

**40/15 Grants**

To consider any grant request and make appropriate recommendations to Full Council.

Circulated

Girl Guides £876 to install intruder alarm in Guide Hall, Basingbourne Road.

It was **resolved** that a grant for £876 should be recommended to Full Council for approval Proposed NH seconded MB all in favour.

**41/15 Training**

To discuss and agree officer and councillor training for 2015 2016

Budget allocations:

£1000 – officer/staff training – 2 members of staff to attend Health & Safety training, new member of staff may attend courses on organising safe community events, digital engagement, recruiting volunteers, promoting venues, operating the new website.

£765 – councillor training – new councillor training for Andrew Ballington & Gill Chatfield plus another, resilience planning training (if available) - Andrew Ballington.



**42/15 Parish Plan**

To review the progress of the parish plan.  
NH had no progress to report.

**43/15 Agenda items for next meeting**

To agree agenda items for the next meeting:

- Parish Council’s responsibilities in relation to fraud
- Review Treasury & Investment policy
- Review requirement for medium-term investment strategy
- Review Freedom of Information policy

**28/15 Date of next meeting**

Date of next meeting – 20<sup>th</sup> July 2015

There being no further business, the meeting closed at 8.20pm.

**Signed**.....

**Date**.....